

FIRE SERVICES SUPERVISOR

DEFINITION

To plan, organize, direct, supervise and implement fire permitting and fee operations within the Fire Department; to provide expertise in program elements for the organization, and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Fire Technician I/II in that it receives general direction from the Fire Chief and exercises direct supervision over technical and administrative support personnel.

The position is distinguished from similar City-wide positions because it has full responsibility for specialized fire services programs.

SUPERVISION RECEIVED

Receives general direction from the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over assigned technical and administrative support personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for fire permitting and fee operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in hazardous materials support, Certified Unified Program Agency (CUPA) support, grant support, and fire prevention.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for fire permitting and fees; monitor and control expenditures.

Participate in the selection of staff; and/or provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop, establish and implement a fire permitting and fee program by compiling, evaluating and determining fees for fire services.

ESSENTIAL DUTIES (continued)

Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.

Perform technical duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials.

Act as liaison and contact for Fairview Fire Protection District with other City departments, outside agencies and the public.

Coordinate, oversee and implement the Fairview Fire District contract.

Assist with CUPA requirements and hazard materials program activities.

Participate in the development and installation of new or revised programs, systems, procedures, and methods of operation.

Participate in administering contracts including those relating to capital improvement projects; monitor programs for compliance with applicable regulations.

Represent the Department on committees, outside organizations, and at staff subcommittees as necessary; coordinate fire permitting activities with other divisions and outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of fire permitting.

Principles and practices of fee structures and cost estimates.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct fire permitting operations and activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Interpret and explain pertinent fire permitting and department policies and procedures.

Analyze situations quickly and objectively to determine proper course of action.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Three years of increasingly responsible experience in fire permitting, fee collections, or budgeting; including one year providing technical and functional supervision over assigned personnel.

Education: Equivalent to the completion of an Associate's degree from an accredited college or university with major course work in fire science, public administration, business administration or a related field.

License and Certificates: Possession and maintenance of a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

701CS12

May 2012

APP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt